Submit a Commercialization Plan - SBIR

1 Introduction

Part of each proposal submitted to the Department of Energy's (DOE) Small Business Innovation Research/Small Business Technology Transfer (SBIR /STTR) Programs is a Commercialization Plan. This provides the plan for how the proposed technology will commercialized. If the proposal is recommended for funding and awarded, the awarded institution will have the opportunity to update their commercialization following the end of the award.

The purpose of this document is to provide step-by-step instructions for users to follow to submit a Commercialization Plan.

2 Prerequisites

Before a user can submit a Commercialization Plan, the following criterion must be met:

- The user has an active external PAMS account.
- The user is the SRO/AO/BO on the award (or has requested privileges to complete the report).
- The user has access to the Submit Progress Report Task.

3 Submitting a Commercialization Plan

Use the following steps to submit your post-award Commercialization Plan.

1. Log in to the PAMS External website at: https://pamspublic.science.energy.gov/webpamsepsexternal/login.aspx (Figure 1).

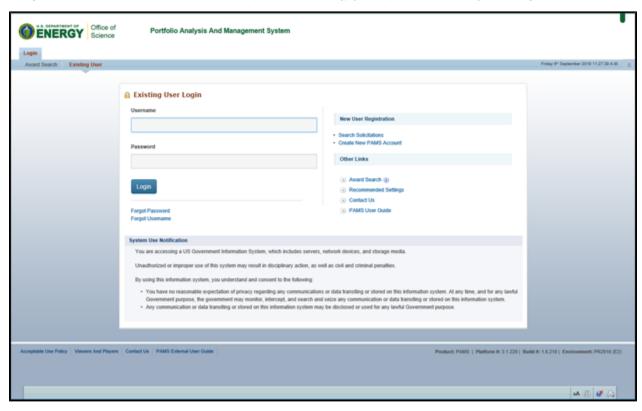


Figure 1. PAMS External Login

2. PAMS will load the homepage. Click the **Task Tab** at the top menu or **All Tasks link** under Tasks Assigned To You (Figure 2). PAMS will load the Pending Task page.

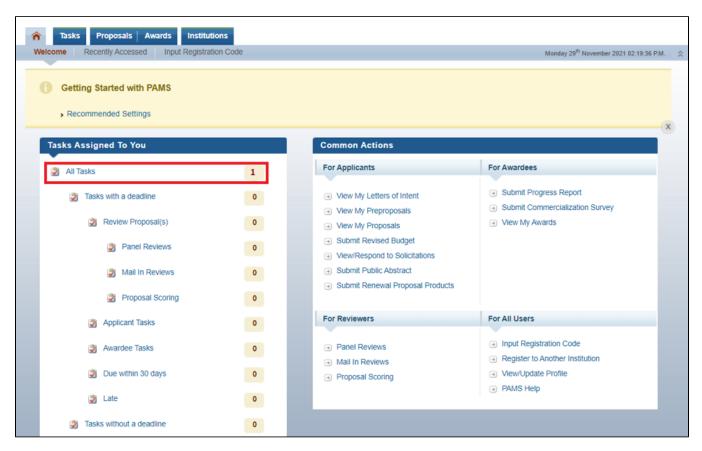


Figure 2. PAMS Homepage - Tasks

3. Locate the tasks you would like to complete, the task to submit your post award Commercialization Plan is designated as a Submit Progress Report task, and click **Edit Progress Report** in the Options column. If necessary, use the filters in the grid or click the **Search** link on the right above the grid to find a proposal (*Figure 3*).

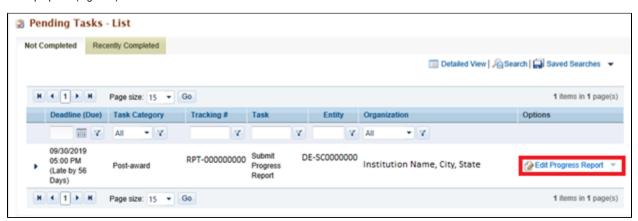


Figure 3. Pending Task List page

4. The Progress Report – Status page will display. There are two sections that must be completed to submit the Commercialization Plan, the Cover Page and the Attachments sections (Figure 4). Click **Update** under the Options column to view the Cover page.



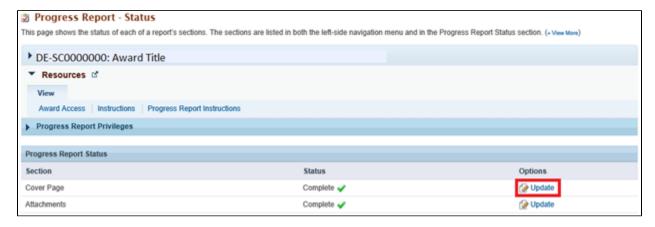


Figure 4. Progress Report – Status page – Update Cover Page

5. Confirm the information provided on the Cover Page is accurate. Click **Save** or **Save and Continue** to proceed to the next section or click **Go to Previous Section** to return to the Progress Report Status Page (Figure 5).

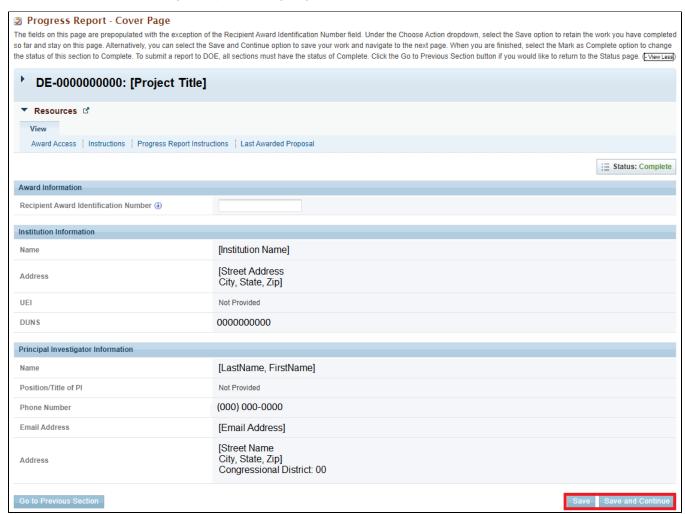


Figure 5. Progress Report - Cover Page



6. A Success Message will be display that the Cover Page saved successfully. You are now on the Progress Reports – Attachments page. Click **Attach File** in the Special Reporting Requirements section (Figure 6).



Figure 6. Progress Report – Attachments page – Attach File

- 7. Click Browse to select the file you want to upload (Figure 7).
- 8. Select the File you want to upload and click Open (Figure 7).

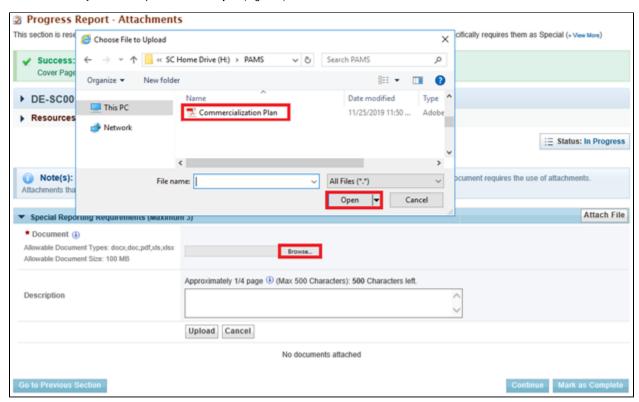


Figure 7. Progress Report – Attachments page – File Selection

9. Enter the description of the document you selected and click Upload to complete the process of attaching the file (Figure 8).

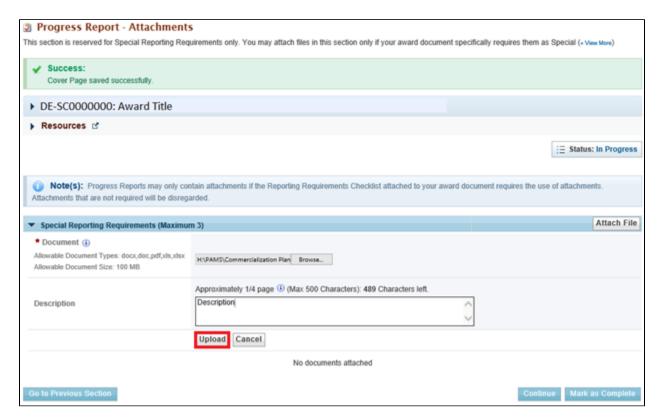


Figure 8. Progress Report - Attachments page - Upload File



By clicking **Update Description** in the Action Menu in the Options column you can update the description of the attached file. You can also delete the file by clicking **Delete**.

10. Once the Commercialization Plan document is uploaded you can click **Mark as Complete** to finalize the section. You can also click **Continue** to the Progress Report – Status page. Clicking **Go to Previous Section** will take you to the Cover Sheet page (Figure 9).



Figure 9. Progress Report – Attachments page – Mark as Complete

11. A success message will be displayed that the Attachments page has been marked as complete successfully. Once you have updated both sections of the Progress Report, click **Continue** (Figure 10).

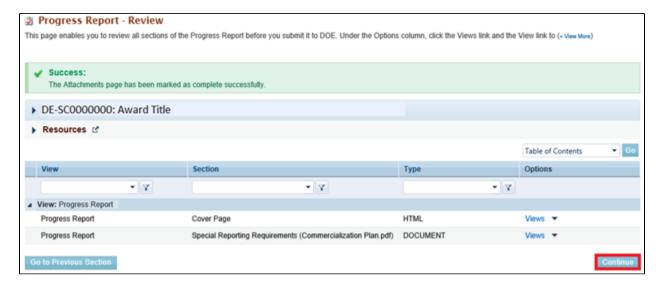


Figure 10. Progress Report - Review

12. If all sections of the Progress Report are marked as complete and you are ready to submit your post award Commercialization Plan click **Submit** (Figure 11).

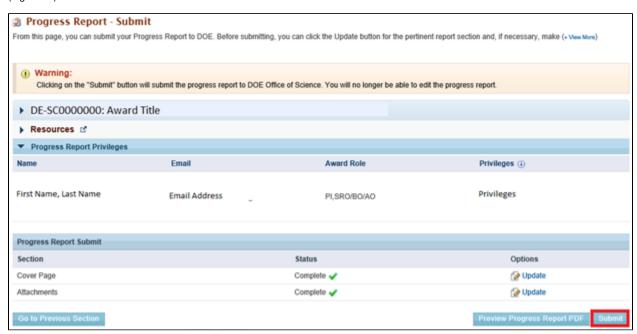


Figure 11. Progress Report - Submit



You can preview the Progress Report, which consists of your cover page and Commercialization Plan by clicking **Preview Progress Report PDF**.

13. A success message will be displayed that your Progress Report submitted successfully (Figure 12).

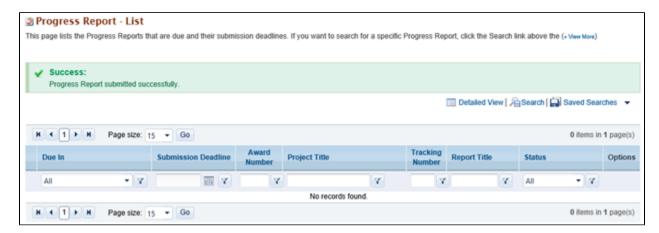


Figure 12. Progress Report –List page - Success